

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF COMMUNITY AFFAIRS**

1800 Third Street, Suite 390  
P. O. Box 952054  
Sacramento, CA 94252-2054  
(916) 445-6000  
FAX (916) 323-6016



**CDBG**

**Community Development Block Grant Program**

**MANAGEMENT MEMORANDUM**

**Memorandum Number 02-17**

**TO: All CDBG Eligible Jurisdictions and CDBG Interested Parties**

**DATE: August 27, 2002**

**SUBJECT: 2002 Labor Standards Workshops**

<b>Date</b>	<b>Location</b>	<b>Location</b>
Wednesday, August 28 <sup>th</sup>	<b>Sacramento</b>	Health & Human Services Agency Data Center 9323 Tech Center Dr, Suite 100
Wednesday, September 11 <sup>th</sup>	<b>Arcata</b>	Redwood Lodge Redwood Park, CA
Wednesday, October 30 <sup>th</sup>	<b>Madera</b>	Madera County Dept. of Social Services 700 E. Yosemite Avenue
Thursday, November 7 <sup>th</sup>	<b>El Centro</b>	Kari Hill Center, Imperial County Social Services 2995 South 4 <sup>th</sup> Street, Suite 106
Thursday, December 12 <sup>th</sup>	<b>Salinas</b>	Richard Nutter Agricultural Center 1428-1432 Abbott Street

**For further information:**

Please check our website <http://www.hcd.ca.gov/ca/cdbg/> or contact the CDBG Program Secretary at (916) 263-0485 or your CDBG Field Representative.

## Agenda

8:30 - 9:00	Registration
9:00 -10:00	Overview of Labor Standards <ul style="list-style-type: none"><li>◆ What are Labor Standards?</li><li>◆ Exemptions</li></ul>
10:00 - 10:45	Grantee Responsibilities <ul style="list-style-type: none"><li>◆ What do I do first?</li><li>◆ Procurement</li><li>◆ Bid Procedures</li><li>◆ Obtaining Wage Decisions</li><li>◆ Local Requirements</li><li>◆ Equal Opportunity</li><li>◆ Section 3</li><li>◆ Labor Standards</li><li>◆ Awarding the Contract</li><li>◆ Executing the Contract</li></ul>
10:45 - 11:00	Break
11:00-Noon	Pre-construction Conference <ul style="list-style-type: none"><li>◆ Format</li><li>◆ Who Should Be There</li><li>◆ Documents</li><li>◆ Key Points</li><li>◆ Hiring Consultants</li></ul>
Noon - 1:00	Lunch on your own
1:00 - 2:30	Certified Payrolls <ul style="list-style-type: none"><li>◆ Formats</li><li>◆ How to read the State and Federal Wage Decisions</li><li>◆ Owner Operators</li><li>◆ Employee Interviews</li><li>◆ Apprentices, Helpers, Trainees</li><li>◆ Statement of Compliance</li><li>◆ Fringe Benefits</li></ul>
2:30 - 2:45	Break
2:45 - 4:00	Monitoring, Common Problems, Questions and Answers <ul style="list-style-type: none"><li>◆ Monitoring Checklists</li><li>◆ Overview of what to expect</li><li>◆ SB 975</li><li>◆ Problems and Solutions</li><li>◆ Questions and Answers</li></ul>

# 2002 LABOR STANDARDS WORKSHOPS

## Sacramento

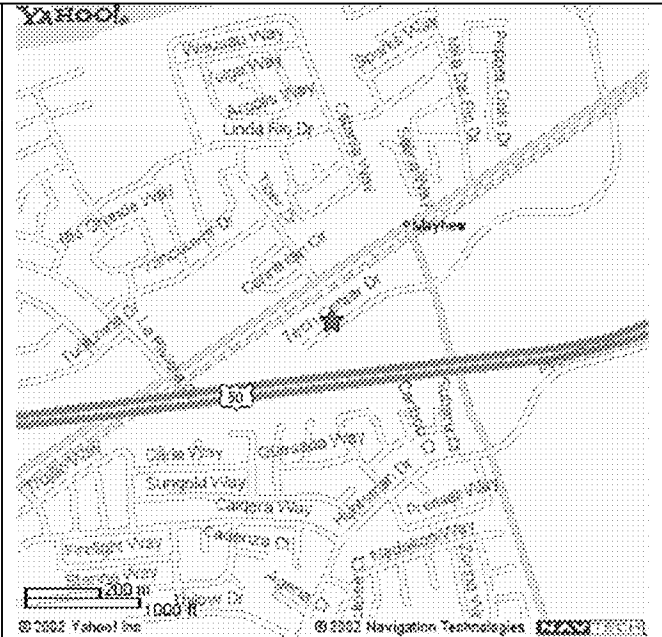
Wednesday, August 28, 2002

***Health & Human Services Training Center***  
**9323 Tech Center Dr, Ste 100**  
***Sacramento, CA***

**Parking:** Free parking available near building.

**Facility Phone Number:** (916) 739-7502

**Contact:** Ursula Eilat (916) 263-0477



## Arcata

Wednesday, September 11, 2002

### **Redwood Park Lodge**

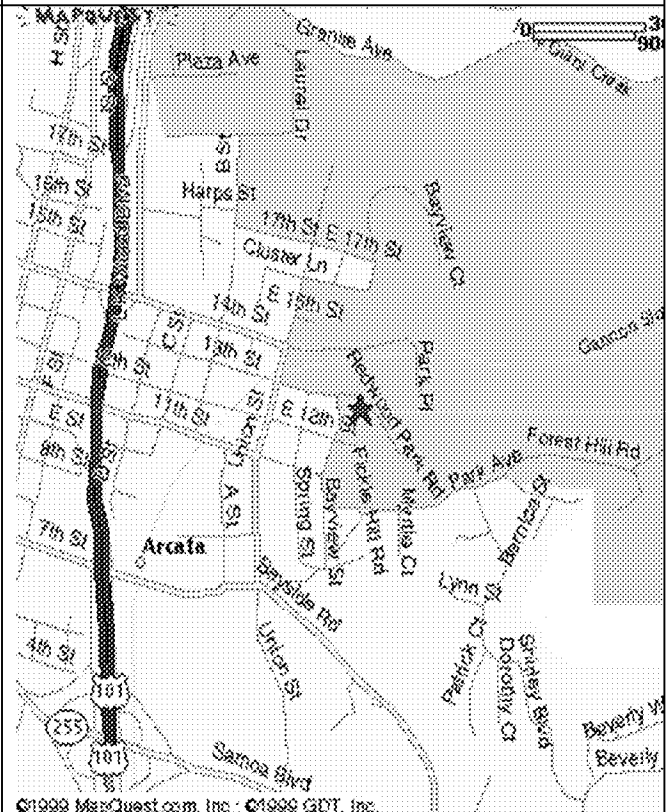
Redwood Park  
Arcata, CA

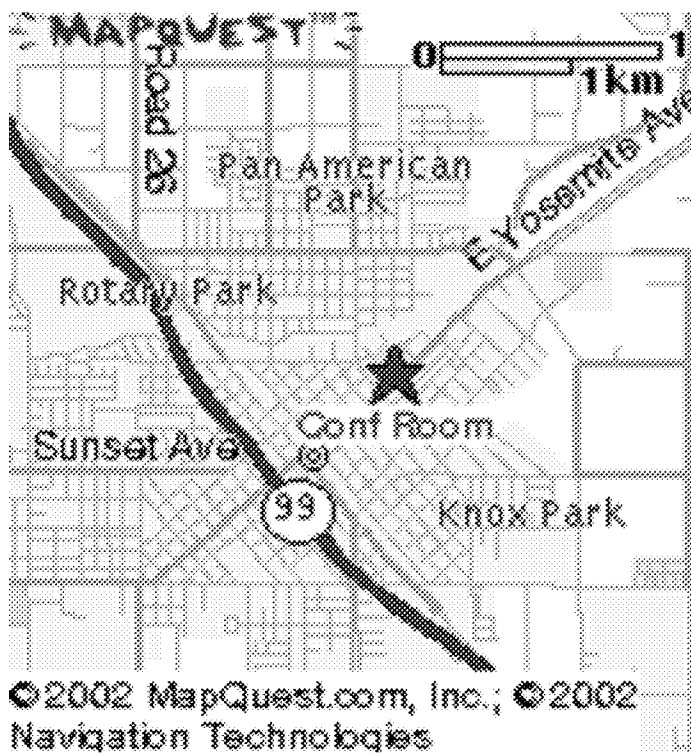
**Directions:** From Hwy 101 take eastbound Samoa Blvd, turn left on Union St., turn right on 11<sup>th</sup> St., turn left on Bayview Rd. and continue up to the lodge.

**Contact:** **Larry Oetker**  
City of Arcata

**Free Parking near building**

**(707) 825-2138**





## Madera

Wednesday, October 30, 2002

### Madera County Dept. of Social Services

700 E. Yosemite Avenue  
Madera, CA 93639

Contact: **Jim Claybough**  
County of Madera

**(559) 675-7841**

**Free Parking near building**

## El Centro

Thursday, November 7, 2002

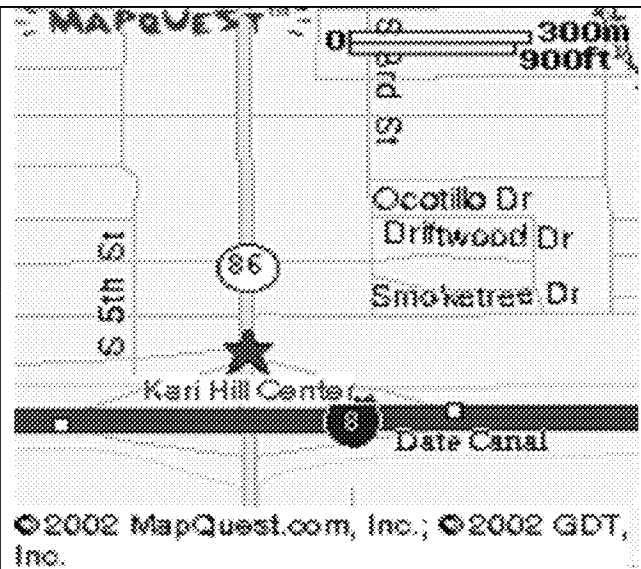
**Imperial County Dept. of Social Services**

Kari Hill Center  
2995 South 4<sup>th</sup> Street  
El Centro, CA 92243

Contact: **Charlene Sanchez**  
County of Imperial

**Free Parking near the front entrance of  
the building**

**(760) 337-6884**



# Monterey County

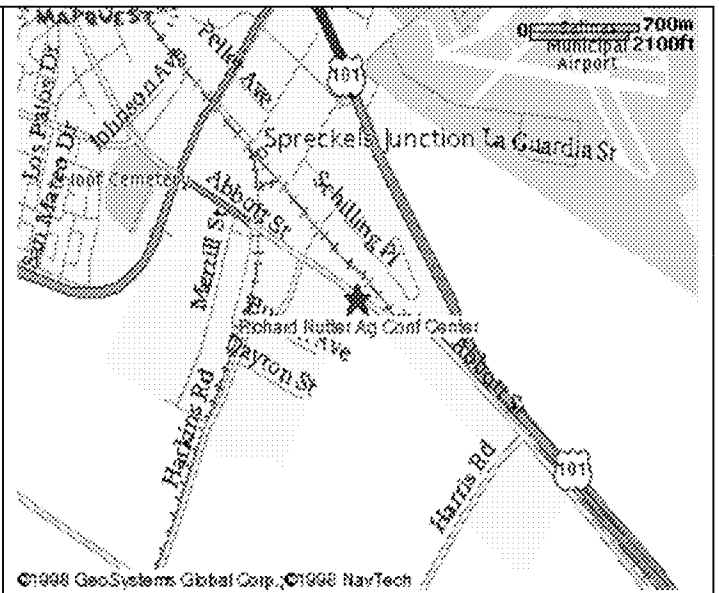
Thursday, **December 12, 2002**

**Richard W. Nutter**  
**Agricultural Conference Center**  
1428-1432 Abbott Street  
Salinas, CA

Contact:: **Ursula Eilat**

**(916) 263-0477**

**Free Parking near building**



Registration will begin at 8:30 am for all workshops

All workshops will begin at 9:00 am and should end around 4:00 pm.

Lunch will be on your own.